

LITTLE DIXIE COMMUNITY ACTION AGENCY, INC.  
209 NORTH 4<sup>TH</sup> STREET  
HUGO, OKLAHOMA 74743

MINUTES  
BOARD OF DIRECTORS MEETING  
May 11, 2021  
Head Start Administration Office - Hugo, Oklahoma

The Board of Directors of Little Dixie Community Action Agency, Inc. met in a regular meeting session on Tuesday, May 11, 2021 at 10:03 a.m. The meeting was held at LDCAA's Head Start Administration Office, located at 1005 S. 5<sup>th</sup> Street in Hugo, Oklahoma. The notice of time, place, a link to the videoconference (to allow public view and access), and an agenda for the meeting were posted 24 hours prior within prominent view at the main office (209 N. 4<sup>th</sup> St., Hugo, Oklahoma) and the meeting site (1005 S. 5<sup>th</sup> St., Hugo, Oklahoma) as well as online at <https://littledixie.org/board/>.

The meeting was called to order by Chairman William Smith.

The Invocation was given by Board Member Brent Franks.

Roll Call was taken and a quorum was established (22 Board Members present, 2 absent). The following Board Members were present at the meeting site: Brad Burgett, Clinton Crawley, Earl Dalke, Brent Franks, Selena Franks, Patsy Guess, Andrea Henkel, Mark Jennings, Jia Johnson, Vickie Leathers, Sandra Meeks, Derek Porter, Dwight Satterfield, Leah Savage, Wade Scott, David Smith, William Smith, Vicky Wade, and Craig Young. The following members were present by videoconference or teleconference, appearing remotely via the Zoom communications platform: Cathie Carothers, Melissa Cress, and Les Shumake. The following members were absent: Kevin Cory and David Hawkins. LDCAA employees and visitors present at the meeting site were: Rhonda Teague, Macy Self, Sheree Ensley, Kathy James, Rebecca Reynolds, Stella Dennis, Amber Duncan, and Barbara Sheets. LDCAA employees and/or visitors present, appearing remotely via the Zoom communications platform included: Kinsey Cox, Dawn McDaniel, Sheila Pierce, Darla Galyon, Lindsey Miller, Johnny Moffitt, and Mattie Ferguson.

In order to be in compliance with the Open Meeting Act (Title 25, Oklahoma Statutes §§ 301-314), the vote of each member was publicly cast and recorded. The agenda contained Consent Docket items of business and the rules that pertain to voting on the items.

William Smith, Chairman, requested the Board's consideration, discussion and vote to accept Leah Savage as appointed representative for the City of Hugo, a Public Entity on the LDCAA Board of Directors (entity to expire 12/31/2021). A motion was made by Brad Burgett and seconded by Wade Scott to accept Leah Savage as appointed representative for the City of Hugo, a Public Entity on the LDCAA Board of Directors. The roll call vote was as follows: Yes 16; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item C).

William Smith, Chairman, requested the Board's consideration, discussion and vote to accept Les Shumake as appointed representative for the Choctaw County Board of Commissioners, a Public Entity on the LDCAA Board of Directors (entity to expire 12/31/2021). A motion was made by Earl Dalke and seconded by Brad Burgett to accept Les Shumake as appointed representative for the Choctaw County Board of Commissioners, a Public Entity on the LDCAA Board of Directors. The roll call vote was as follows: Yes 18; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item D).

William Smith, Chairman, requested the Board's consideration, discussion and vote to select Julian Lumber Company as a Private Sector Entity on the LDCAA Board of Directors, replacing Stacy Akard Insurance Agent (pursuant to LDCAA Amended By-Laws, Article IV, Section 4; Article V, Section 8). Stacy Akard Insurance Agent was no longer able to hold a seat on the LDCAA Board of Directors. Therefore, it was necessary to identify a new Private Sector Entity for representation on the LDCAA Board of Directors. The Committee to Research Private and Low-Income Sector Representation for Pushmataha County aided Executive Director Rebecca Reynolds in the search for a replacement. Julian Lumber Company was approached about serving as a designated entity on the Board of Directors. If designated, Julian Lumber Company would appoint a representative to serve, to be approved by the Board of Directors, in accordance with the LDCAA Amended By-Laws. A motion was made by David Smith and seconded by Dwight Satterfield to select Julian Lumber Company as a Private Sector Entity on the LDCAA Board of Directors, replacing Stacy Akard Insurance Agent. The roll call vote was as follows: Yes 19; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item E).

William Smith, Chairman, requested the Board's consideration, discussion and vote to accept Derek Porter as appointed representative for Julian Lumber Company, a Private Entity on the LDCAA Board of Directors (entity to expire 12/31/2023). In the event that Julian Lumber Company was designated to hold a Private Seat on the LDCAA Board of Directors, the entity selected Derek Porter to serve as its representative. A motion was made by Brad Burgett and seconded by Brent Franks to accept Derek Porter as the appointed representative for Julian Lumber Company, a Private Entity on the LDCAA Board of Directors. The roll call vote was as follows: Yes 19; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item F).

William Smith, Chairman, requested a volunteer to serve as Mentor for new Board Member Derek Porter. Board Member David Smith volunteered and was appointed to serve as Board Mentor for Derek Porter (Organizational Standard 5.7).

Brent Franks, Vice-Chairman, provided the Board with the Finance/Audit/Loan Committee Report. The Finance/Audit/Loan Committee met on May 11, 2021 at 9:08 a.m. The Committee received a status report on all active loans; there were no new loan applications to present. The Committee voted to recommend full Board approval of the agency's Financial Reports for March 2021. The Accounting Department is in a transition period (projected to last three to five months) with regards to preparation and presentation of Board reports/statements; this is the first month for this new accrual reporting. The Committee also received an update on properties.

CONSENT DOCKET ITEMS

## CONSIDER APPROVAL OF MEETING MINUTES/FINANCIAL REPORTS

William Smith, Chairman, requested the Board's consideration, discussion and vote to approve the April 2021 Regular Meeting Minutes and the March 2021 Financial Reports; the April 2021 Financials were distributed for consideration and vote at the June 2021 Board Meeting (Organizational Standards 5.5 and 8.7). A motion was made by Andrea Henkel and seconded by Jia Johnson to approve the April 2021 Regular Meeting Minutes and the March 2021 Financial Reports. The roll call vote was as follows: Yes 18; No 0; Abstain 3. The motion carried. The Voting Record is attached (Items I & J).

## CONSIDER SUBMISSION OF RESOLUTIONS/GRANT APPLICATIONS

1. Measuring Criminal Justice Success Project – Pilot Site Request to the University of Southern Maine, Violence Against Women Act Measuring Effectiveness Initiative in the amount of \$500; if awarded, these funds will be used to support pilot site efforts related to the collection of data and reporting on specific indicators (data points). Through this project, LDCAA's victim services programs will help pilot test a set of indicators intended to capture data to demonstrate success in the criminal justice system's response to domestic/dating violence, sexual assault, and stalking.
2. Coronavirus Response and Relief Supplemental Appropriations Act Grant Application (Transit Program) to the Oklahoma Department of Transportation in the amount of \$204,785; if awarded, these funds will support operating and capital expenses of the Transit Program during and in response to the COVID-19 public health emergency.
3. PY 2020 Department of Human Services Low Income Home Energy Assistance Grant Application to the Oklahoma Department of Commerce/Community Development in the amount of \$125,088; if awarded, these funds will be used to provide Weatherization assistance services to residents in Choctaw, McCurtain and Pushmataha Counties.
4. FY 2021 Network Supplemental Grant Request to NeighborWorks® America in the amount of \$50,000; if awarded, these funds will be used to support the development of two multi-family complexes which will serve to address the community need for affordable rental housing for low-income families in Hugo and Antlers, Oklahoma.
5. Letter of Inquiry to The Kerr Foundation, Inc. in the amount of \$10,000; if awarded, these funds will be used to support operations of LDCAA's Head Start, Early Head Start, EHS-Child Care Partnership, and Help Me Grow Oklahoma programming.
6. Grant to Increase Vaccination Coverage in Communities Experiencing Disparities Application to the Centers for Disease Control Foundation in the amount of \$91,456; if awarded, these funds will be used to develop and implement effective health communication and community engagement strategies designed to increase COVID-19 and influenza vaccine confidence/acceptance within the tri-county area.
7. American Rescue Plan One-Time Supplement Application (Head Start/Early Head Start/EHS-Child Care Programs) and Non-Federal Share Waiver Request to the Administration for Children and Families, Office of Head Start in the amount of \$678,416; if awarded, these supplemental funds will be used over a period of 24 months to further support the provision of in-person services under the Head Start, Early Head Start, and EHS-Child Care Programs. Included with the application will be a request for a Waiver of the Non-Federal Share associated with the Federal funding, in the amount of \$169,604.
8. 2022 Section 5311 – Formula Grants for Rural Areas Program Application to the Oklahoma Department of Transportation in the amount of \$552,189 and signing of the

Authorizing Resolution; if awarded, these funds will be applied to the expenses of operating the Transit Program in Choctaw, McCurtain, and Pushmataha Counties, with a program year of 10/1/2021 – 9/30/2022.

After discussion and Board Member input with regards to the applications presented, a motion was made by Brad Burgett and seconded by David Smith to approve the submission of resolutions and/or grant applications in the amount of \$1,712,434 presented as listed on the Consent Docket. The roll call vote was as follows: Yes 21; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item K).

#### CONSIDER ACCEPTANCE OF GRANTS/CONTRACTS/AWARDS

1. 2021 Section 5311 – Formula Grants for Rural Areas and Rural Transportation Assistance Program Awards from the Oklahoma Department of Transportation in the amount of \$557,189; these funds will be applied to the expenses of operating the Transit Program in Choctaw, McCurtain, and Pushmataha Counties during the program year of 10/1/2020 – 9/30/2021.
2. 2021 Section 5339(a) – Bus and Bus Facilities Program Grant Award from the Oklahoma Department of Transportation in the amount of \$157,732; this funding will be used to purchase new vehicles in order to replace existing high-mileage vehicles within the active LDCAA Transit fleet.
3. FY 2021 Pandemic Recovery Initiatives Award from NeighborWorks® America in the amount of \$20,000; these funds will be used under the economic recovery category to help offset losses due to the COVID-19 Pandemic, primarily across the housing lines of business with the development of new multi-family units.
4. Coronavirus Response and Relief Supplemental Appropriations Act Grant Award (Head Start/Early Head Start/EHS-Child Care Programs) and Non-Federal Share Waiver Approval from the Administration for Children and Families, Office of Head Start in the amount of \$170,650; these one-time funds will be used over a 24-month period by the Head Start, Early Head Start, and EHS-Child Care Programs to prevent, prepare for, and respond to COVID-19. The award also includes a Waiver of the Non-Federal Share associated with the Federal Request in the amount of \$42,663.
5. Coronavirus Response and Relief Supplemental Appropriations Act Grant Award (Transit Program) from the Oklahoma Department of Transportation in the amount of \$204,785; these funds will support operating and capital expenses of the Transit Program during and in response to the COVID-19 public health emergency.
6. Pushmataha County Emergency Food and Shelter Program – Phase 38 Funding Award from EFSP/United Way in the amount of \$3,885; these funds will be used to provide emergency food and shelter (utility, rent, or mortgage) assistance to needy individuals in Pushmataha County.
7. FY 2021 NeighborWorks Week Grant Award from NeighborWorks® America in the amount of \$500; these funds will be used to conduct a special clean-up day event in Hugo, Oklahoma and a social media campaign (to increase awareness of the NeighborWorks philosophy and agency’s partnership) during NeighborWorks Week in June 2021.

A motion was made by Brent Franks and seconded by Wade Scott to approve acceptance of grants, contracts, and awards in the amount of \$1,114,741 as presented and listed on the Consent

Docket. The roll call vote was as follows: Yes 21; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item L).

Sheila Pierce, Housing Director, requested the Board's consideration, discussion and vote to re-adopt a Resolution to establish a formal process for low-income beneficiaries to advise LDCAA as a Community Housing Development Organization (CHDO) in all decisions regarding the design, siting, development, and management of HOME-assisted affordable housing projects. Since 1992, LDCAA has been certified as a CHDO. This Resolution is reviewed and re-adopted annually by the Board to ensure policies and the Resolution align with the U.S. Department of Housing and Urban Development's guidelines. A motion was made by Andrea Henkel and seconded by Brad Burgett to re-adopt a Resolution to establish a formal process for low-income beneficiaries to advise LDCAA as a CHDO in all decisions regarding the design, siting, development, and management of HOME-assisted affordable housing projects. The roll call vote was: Yes 21; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item M).

Mattie Ferguson, Head Start/Early Head Start/EHS-Child Care Assistant Director, requested the Board's consideration, discussion and vote to approve the Early Head Start-Child Care Partnership Program Training and Technical Assistance Plan. The provision of technical assistance and training serves to improve program quality. Program staff receive a combination of Pre-service and In-service training as well as various other training opportunities. Trainings provided are based on staff needs, self-assessment, new best practices, training needs assessment, individual professional development plans, and Head Start Performance Standards. In addition to program staff, the Training and Technical Assistance Plan also includes development opportunities for the Policy Council and Board of Directors. The proposed plan covers the period of August 1, 2021 through July 31, 2022 and outlines how the \$42,863 allocated for training and technical assistance will be expended during the program year. A motion was made by David Smith and seconded by Craig Young to approve the Early Head Start-Child Care Partnership Program Training and Technical Assistance Plan. The roll call vote was as follows: Yes 21; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item N).

Kathy James, Senior Program Planner, requested the Board's consideration, discussion and vote to approve the Head Start/Early Head Start/EHS-Child Care Management Team Cost Allocation Plan. The Cost Allocation Plan represents only those expenses that require cost allocation and are distributed between the Head Start/EHS/EHS-Child Care Programs. The Plan was developed to ensure that each program is only paying its fair share of the costs used in common, and that no program is subsidizing another. With regards to the Cost Allocation Plan for the Management Team, there was a slight rounding discrepancy of 0.01% for one calculation determining the breakdown percentages. This discrepancy affected the EHS-CC distribution for the number of teaching staff. This discrepancy has been corrected and the revised Management Team Cost Allocation Plan proposed for approval was used to develop the budget for the Early Head Start-Child Care Partnership Grant application that was recently submitted. The updated Management Team Cost Allocation Plan also reflects personnel changes among staff positions. Thus, approval is needed for use of the plan in the upcoming program year. A motion was made by Jia Johnson and seconded by Brent Franks to approve the Head Start/Early Head Start/Early Head Start-Child Care Management Team Cost Allocation Plan. The roll call vote was as follows: Yes 21; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item O).

Rhonda Teague, Planning Director, provided a Board Training over the Community Needs Assessment, and distributed the CNA Survey for completion (Organizational Standard 5.7). The Community Needs Assessment is used to inform LDCAA's Strategic Plan and Community Action Plan, to help ensure the agency and its programs are addressing the needs of the service area.

Rebecca Reynolds, Executive Director, requested the Board's consideration, discussion and vote to approve signing of a Proclamation recognizing May as National Community Action Month. National Community Action Month was created by the Community Action Partnership to reinforce Community Action Agencies' role in helping low-income families achieve economic stability. A motion was made by Jia Johnson and seconded by Craig Young to approve the signing of a Proclamation recognizing May as National Community Action Month. The roll call vote was as follows: Yes 20; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item Q).

Kathy James, Senior Program Planner, provided a Board Training over the following: LDCAA History, Values, Mission, and Vision; History and Future of Community Action/Anti-Poverty Work; and Statutory and Regulatory Requirements (Organizational Standard 5.7).

Sheila Pierce, Housing Director, provided a Board Training/Programmatic Report over Quarterly (January–March, 2021) and Year-to-Date Housing Production, as reported to NeighborWorks® America (Organizational Standards 5.7 and 5.9). Pierce provided a review of the submitted reports and facilitated discussion regarding Housing production and activities, both year-to-date and over the last quarter.

Darla Galyon, Head Start/Early Head Start/EHS-Child Care Director, provided the Board with an overview of the 2020-2021 Self-Assessment Process for the three programs.

Mattie Ferguson, Head Start/Early Head Start/EHS-Child Care Assistant Director, provided the Board with the Policy Council Report for the April 20, 2021 meeting (Organizational Standards 2.1, 5.7 and 5.9).

Rebecca Reynolds, Executive Director, recognized Darla Galyon (Program Director, Head Start, Early Head Start, EHS-Child Care Programs) as the May 2021 LDCAA Employee of the Month.

Rebecca Reynolds, Executive Director, recognized the following Service Award recipients: Five Years – Barbara Sheets (Family Advocate, Head Start Program); Ten Years – Johnny Driggers (Weatherization Carpenter, Housing Programs); and Fifteen Years – Kathy James (Senior Program Planner, LDCAA Administration).

Other Reports/Announcements/Correspondence were presented as follows: HHS Communication and Guidance Report; HS/EHS/EHS-CC Program Summary Report; USDA Meals and Snack Report; HS/EHS/EHS-CC Enrollment/Attendance Report; HS/EHS/EHS-CC Data Analysis Report; Notice of YouthBuild Grant No-Cost Extension Approval; and Notice of Scheduled Oklahoma Department of Commerce Monitoring (Organizational Standards 5.7 and 5.9).

There being no other business to come before the Board, a motion was made by Brad Burgett and seconded by David Smith to adjourn the regular meeting. The roll call vote was as follows: Yes 21; No 0; Abstain 0. The motion carried. Voting record is attached (Item Z).

The Regular Meeting adjourned at 11:05 a.m.

  
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David Hawkins, Secretary/Treasurer

CALL  
TO  
ORDER.  
10:03AM

B. BURGETT  
W. SCOTT  
E. DALKE  
B. BURGETT  
D. SMITH  
D. SATTERFIELD  
B. BURGETT  
B. FRANKS  
A. HENKEL  
J. JOHNSON

May 11, 2021		Present	Absent	C			D			E			F			I & J		
				Y	N	A	Y	N	A	Y	N	A	Y	N	A	Y	N	A
1	Brad Burgett	✓		✓			✓			✓			✓					✓
2	Cathie Carothers	✓		✓			✓			✓			✓			✓		✓
3	Kevin Cory		✓															
4	Clinton Crawley	✓					✓			✓			✓					
5	Melissa Cress	✓		✓			✓			✓			✓			✓		
6	Earl Dalke	✓		✓			✓			✓			✓			✓		
7	Brent Franks	✓		✓			✓			✓			✓			✓		
8	Selena Franks	✓		✓			✓			✓			✓			✓		
9	Patsy Guess	✓		✓			✓			✓			✓			✓		
10	David Hawkins		✓															
11	Andrea Henkel	✓		✓			✓			✓			✓			✓		
12	Mark Jennings	✓		✓			✓			✓			✓			✓		
13	Jia Johnson	✓		✓			✓			✓			✓			✓		
14	Vickie Leathers	✓		✓			✓			✓			✓					✓
15	Sandra Meeks	✓		✓			✓			✓			✓			✓		✓
16	Derek Porter	✓		<del>✓</del>			<del>✓</del>									✓		✓
17	Dwight Satterfield	✓		✓			✓			✓			✓			✓		
18	Leah Savage	✓					✓			✓			✓			✓		
19	Wade Scott	✓		✓			✓			✓			✓			✓		
20	Les Shumake	✓		<del>✓</del>			<del>✓</del>			✓			✓			✓		
21	David Smith	✓		✓			✓			✓			✓			✓		
22	Vicky Wade	✓		✓			✓			✓			✓			✓		
23	Craig Young	✓														✓		
24	William Smith	✓																
25																		
26																		
27																		



B. BURLETT  
D. SMITH

B. FRANKS  
W. SCOTT

A. HENKEL  
B. BURLETT

D. SMITH  
C. YOUNG

J. JOHNSON  
B. FRANKS

	May 11, 2021	Present	Absent	K			L			M			N			O		
				Y	N	A	Y	N	A	Y	N	A	Y	N	A	Y	N	A
1	Brad Burgett	✓		✓			✓			✓			✓			✓		
2	Cathie Carothers	✓		✓			✓			✓			✓			✓		
3	Kevin Cory		✓															
4	Clinton Crawley	✓		✓			✓			✓			✓			✓		
5	Melissa Cress	✓		✓			✓			✓			✓			✓		
6	Earl Dalke	✓		✓			✓			✓			✓			✓		
7	Brent Franks	✓		✓			✓			✓			✓			✓		
8	Selena Franks	✓		✓			✓			✓			✓			✓		
9	Patsy Guess	✓		✓			✓			✓			✓			✓		
10	David Hawkins		✓															
11	Andrea Henkel	✓		✓			✓			✓			✓			✓		
12	Mark Jennings	✓		✓			✓			✓			✓			✓		
13	Jia Johnson	✓		✓			✓			✓			✓			✓		
14	Vickie Leathers	✓		✓			✓			✓			✓			✓		
15	Sandra Meeks	✓		✓			✓			✓			✓			✓		
16	Derek Porter	✓		✓			✓			✓			✓			✓		
17	Dwight Satterfield	✓		✓			✓			✓			✓			✓		
18	Leah Savage	✓		✓			✓			✓			✓			✓		
19	Wade Scott	✓		✓			✓			✓			✓			✓		
20	Les Shumake	✓		✓			✓			✓			✓			✓		
21	David Smith	✓		✓			✓			✓			✓			✓		
22	Vicky Wade	✓		✓			✓			✓			✓			✓		
23	Craig Young	✓		✓			✓			✓			✓			✓		
24	William Smith	✓																
25																		
26																		
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2

J. JOHNSON

C. YOUNG

B. BURGETT

D. SMITH

	May 11, 2021	Present	Absent	Q			Z											
				Y	N	A	Y	N	A	Y	N	A	Y	N	A	Y	N	A
1	Brad Burgett	✓		✓			✓											
2	Cathie Carothers	✓		✓			✓											
3	Kevin Cory		✓															
4	Clinton Crawley	✓		✓			✓											
5	Melissa Cress	✓		✓			✓											
6	Earl Dalke	✓		✓			✓											
7	Brent Franks	✓		✓			✓											
8	Selena Franks	✓		✓			✓											
9	Patsy Guess	✓		✓			✓											
10	David Hawkins		✓															
11	Andrea Henkel	✓		✓			✓											
12	Mark Jennings	✓		✓			✓											
13	Jia Johnson	✓		✓			✓											
14	Vickie Leathers	✓		✓			✓											
15	Sandra Meeks	✓		✓			✓											
16	Derek Porter	✓		✓			✓											
17	Dwight Satterfield	✓		✓			✓											
18	Leah Savage	✓		✓			✓											
19	Wade Scott	✓		✓			✓											
20	Les Shumake	✓		✓			✓											
21	David Smith	✓		✓			✓											
22	Vicky Wade	✓		✓			✓											
23	Craig Young	✓		✓			✓											
24	William Smith	✓																
25																		
26																		
27																		

ADJOURN:  
11:05am